



## MOTOR VEHICLES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| <b>DEPARTMENT:</b>     | MOTOR VEHICLES, DEPARTMENT OF  | <b>RELEASE DATE:</b>               | Thursday, December 24, 2009 |
| <b>POSITION TITLE:</b> | CEA 2, Chief, Business Management Branch, Administrative Services Division | <b>FINAL FILING DATE:</b>          | Monday, January 11, 2010    |
| <b>CEA LEVEL:</b>      | CEA 2  | <b>EXTENDED FINAL FILING DATE:</b> |                             |
| <b>SALARY RANGE:</b>   | \$ 7,815.00 - \$ 8,616.00 / Month  | <b>BULLETIN ID:</b>                | 12232009_4                  |

### POSITION DESCRIPTION

Under the general direction of the Deputy Director, Administrative Services Division, the Chief, Business Management Branch has overall management responsibility for the department's Contracts, Procurement, Forms and Accountable Items, and Materials Management sections. The incumbent serves as a key advisor to the Directorate and Executive staff of the Department of Motor Vehicles on contracts, procurement, and accountable items management. Responsible for developing, recommending, and implementing policies and proactive strategies to address the department's business management needs to ensure good business practices, business ethics, and integrity; develops, evaluates, and recommends policies and procedures related to contracts and Information Technology (IT) and non-IT procurement functions; has final approving authority and significant influence for major procurement and contracts, including IT hardware and software; responsible for developing and recommending policies, based upon broad statewide policy issued by the Department of Finance and the Department of General Services on issues such as sole source contracts, procurement, and the Cal-card small purchase bank card system.

The incumbent serves as the department's representative providing policy recommendations and coordinating policies and procedures for contract and procurement activities with control agencies, other applicable state/governmental agencies, business partners, and other private entities; serves as liaison with the department's divisional level management on procurement and contractual issues to ensure that internal customer service issues are infused into amended or new policies and procedures to best meet the needs of the department; oversees the establishment, monitoring and implementation of all appropriate review and forecasting procedures and policies for departmental forms and accountable items usage; provides direction for the overall policy, procedures, and analysis of legislation and regulations having direct impact on the production of forms, handbooks, mail inserts, etc. for distribution to employees and the public; makes projections of resource requirements; prepares budget requests; and monitors resource usage.

**MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

**Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

Candidates should possess the following:

- Knowledge of principles and practices of contracts and procurement, with emphasis on highly complex information technology projects.
- Knowledge of State of California rules regulations, and policies regarding contracts, procurement, and accountable items management.
- Demonstrated knowledge of principles, practices, and trends of public administration, organization, and management.
- Demonstrated experience with program development and evaluation, and methods of administrative problem solving in a large and complex organization.
- Demonstrated ability to develop cooperative working relationships with representatives of all levels of government both internal and external to the Department of Motor Vehicles (DMV), and with the public.
- Demonstrated ability to effectively communicate complex technical issues with stakeholders, departmental executives, State executives, and other governmental agencies.
- Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff.
- Experience with developing and revising policies for strategic/tactical planning of departmental business management operations.
- Knowledge of the Department of Motor Vehicles' mission, organization, goals, functions, structure, policies, and programs.
- Demonstrated knowledge of Equal Employment Opportunity and Ethics programs.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA 2, Chief, Business Management Branch, Administrative Services Division**, with the **MOTOR VEHICLES, DEPARTMENT OF**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The applications and Statement of Qualifications will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their education, training, experience, and skills. Interviews may be conducted with the most qualified applicants. All accepted applicants will be notified of their final score.

## **FILING INSTRUCTIONS**

Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA.) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Standard State Application (Form 678).

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

MOTOR VEHICLES, DEPARTMENT OF, Selection Services/Administrative Services Division  
P.O. Box 932315 - Mail Station G208, Sacramento, CA 94232-3150  
Ted Summerfelt | (916) 657-5764 | tsummerfelt@dmv.ca.gov

## **ADDITIONAL INFORMATION**

You may hand deliver your application to the Department of Motor Vehicles - Selection Services Unit at 2570 24th Street, 1st Floor Lobby - Examination Drop Box, Sacramento, CA 95818

All applications and Statement of Qualifications must be received no later than the final filing date of January 11, 2010. You may fax a copy of your application and Statement of Qualifications to ensure receipt by the Selection Services Unit to Ted Summerfelt at (916) 657-5848.

If a faxed copy of the application and Statement of Qualifications was sent to the Selection Services Unit, you must mail the original application and Statement of Qualifications post marked no later than the final filing date to: Ted Summerfelt, Department of Motor Vehicles, Selection Services

Unit, P.O. Box 932315 – Mail Station G208, Sacramento, CA 94232-3150.

Applications delivered in person must be placed in the Examination Drop Box by 5:00 p.m. on the final filing date. Applications received via interoffice mail after the final filing date will not be accepted.

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The MOTOR VEHICLES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>